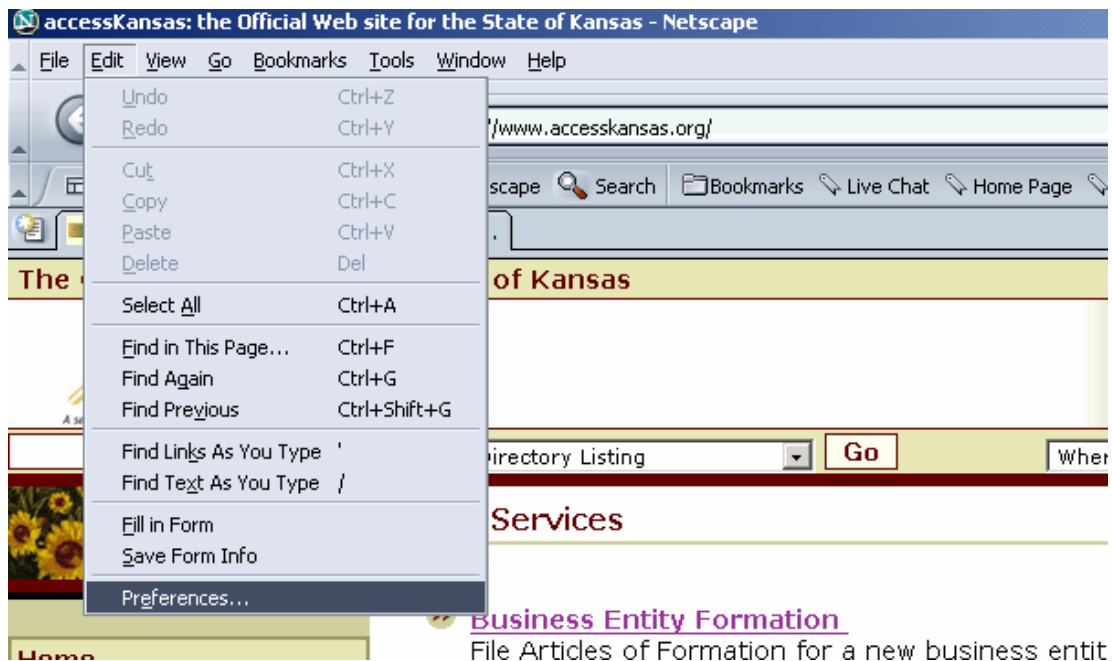


PKI DIGITAL CERTIFICATE EXPORT/IMPORT PROCESS

Exporting a certificate using Netscape 7.0 and above

Step 1: Open Netscape 7.0

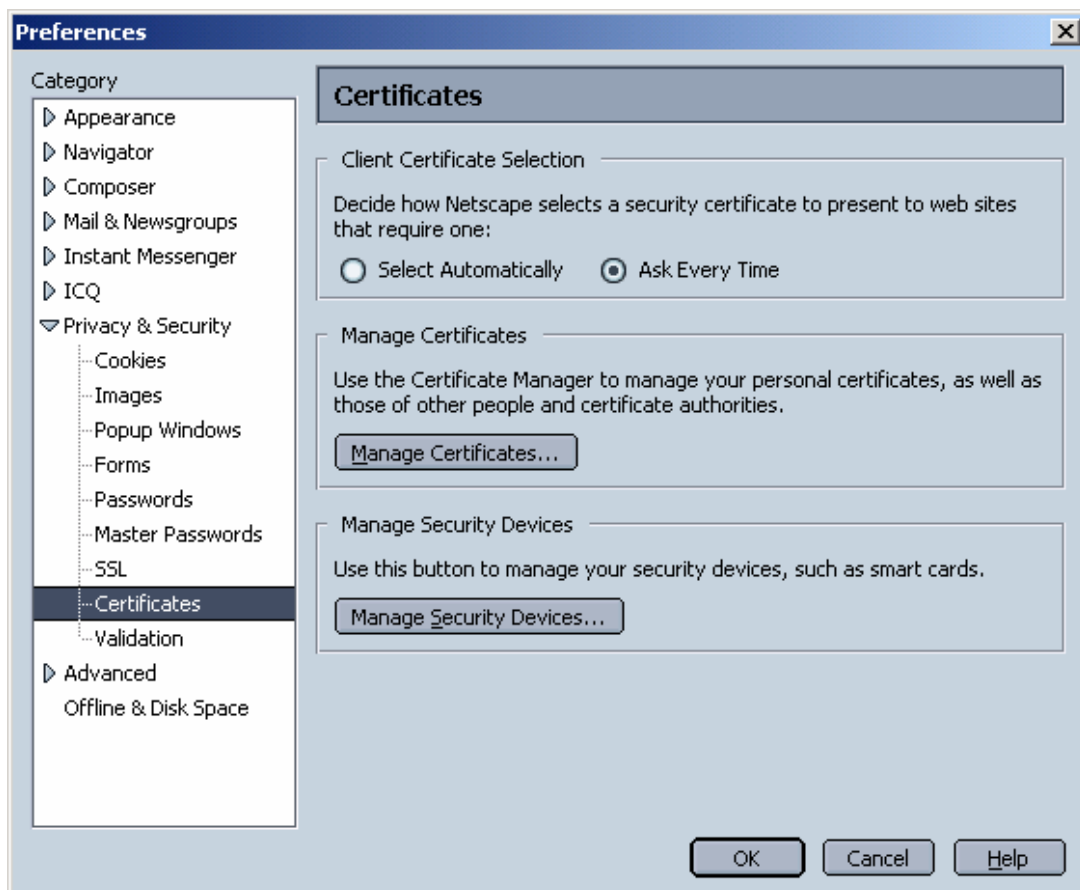
Step 2: Select Edit at the top and then select Preferences as shown below



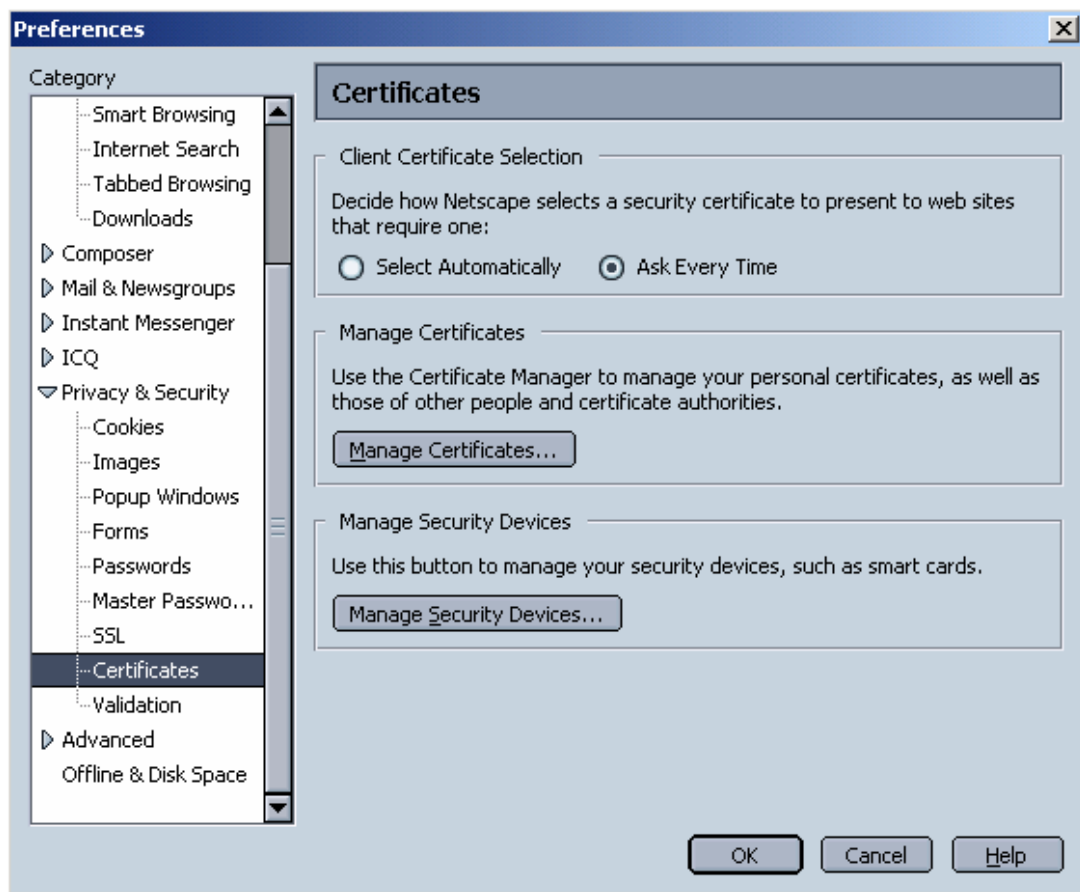
Step 3: On the left side of the window, click the arrow next to Privacy and Security until it points downward



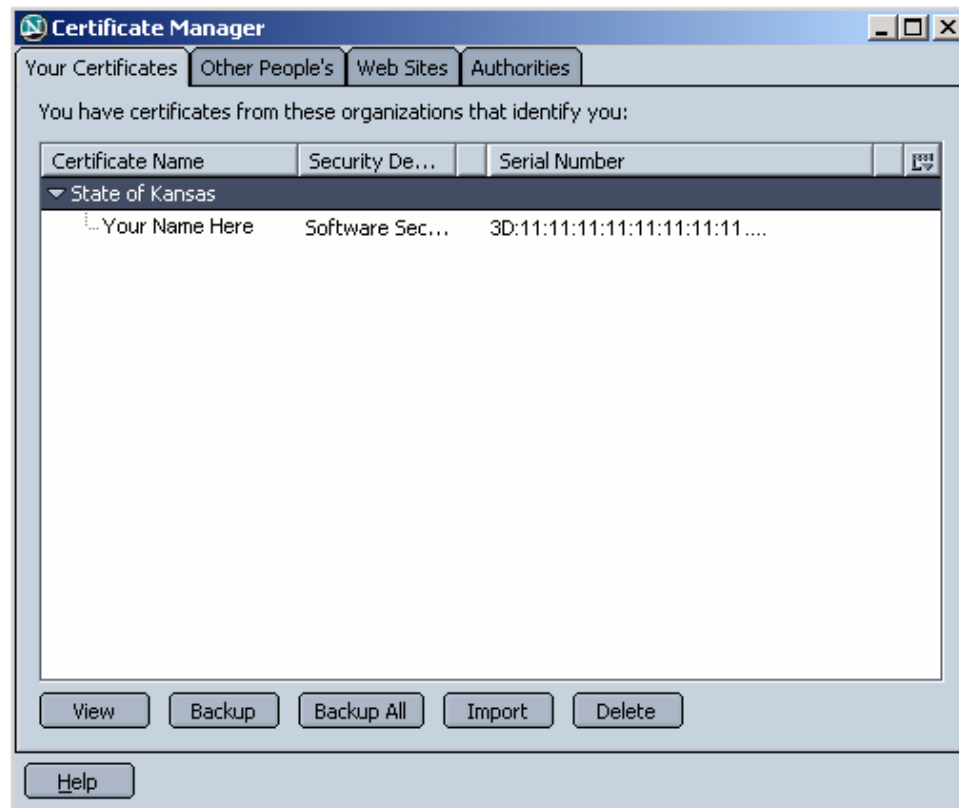
Step 4: Under the Privacy and Security section, select Certificates



Step 5: Then click Manage Certificates on the right side

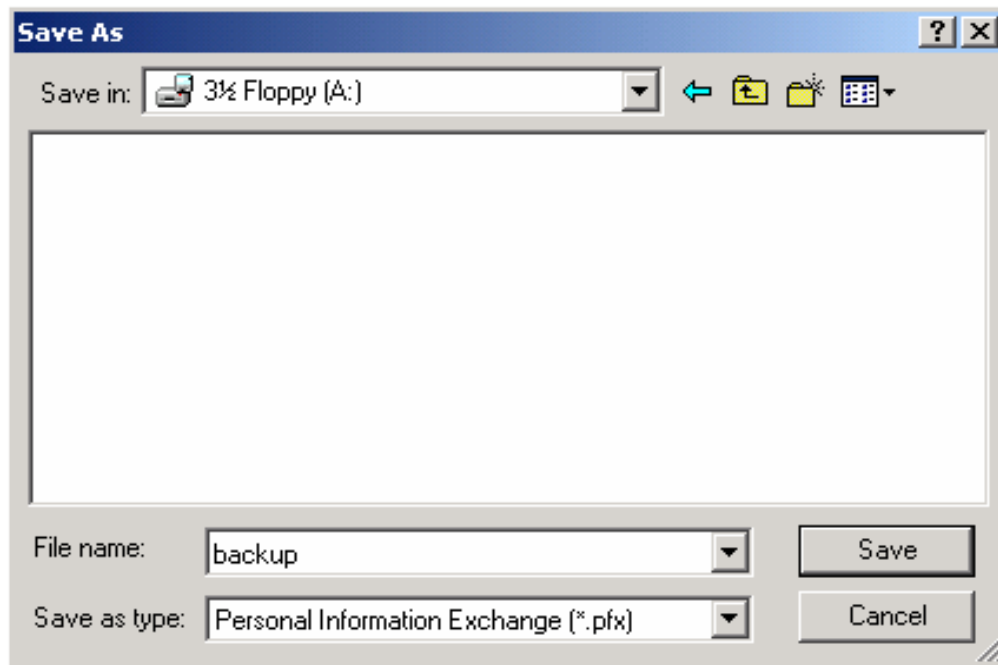


Step 6: Select the certificate with your name listed and then click Backup



Step 7: Select a location, such as your floppy drive, to store your certificate export file
(Note: Please select a removable device such as a Floppy or USB storage device.)

Step 8: Type in a name for your export file, then click Save



Step 9: Type in the password for your private key
(Note: You must have the initial password that you selected upon installation of your digital certificate)



Step 10: Type in a password for your exported private key and click OK

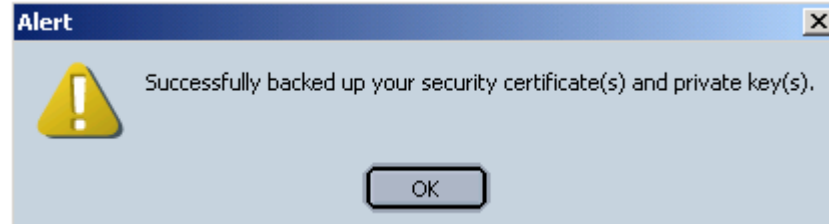
Note: Make sure that you keep track of this password, as you will need it for future importing of your certificate.



The dialog box is titled "Choose a Certificate Backup Password". It contains the following elements:

- A message: "The certificate backup password you set here protects the backup file that you are about to create. You must set this password to proceed with the backup."
- Two password input fields:
 - The first field is labeled "Certificate backup password:" and contains "*****".
 - The second field is labeled "Certificate backup password (again):" and contains "*****".
- An important note: "Important: If you forget your certificate backup password, you will not be able to restore this backup later. Please record it in a safe location."
- A "Password quality meter" with a progress bar that is approximately 25% full.
- Three buttons at the bottom: "OK", "Cancel", and "Help".

Step 11: You should receive a message indicating that your backup was successful. Click OK.

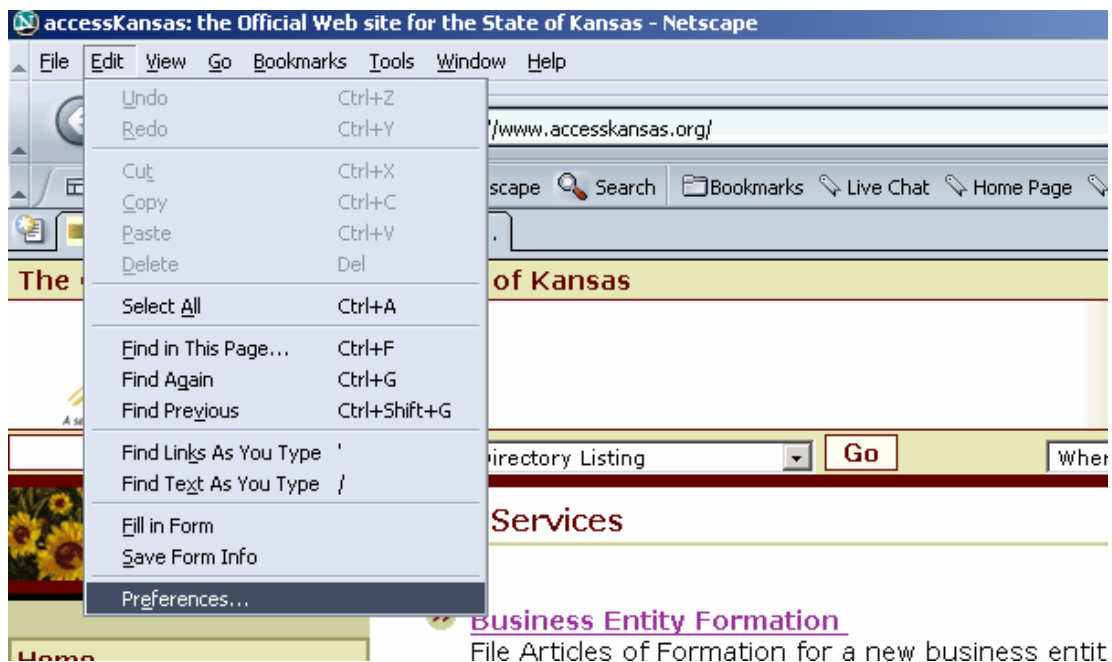


Step 12: Proceed to Import instructions.

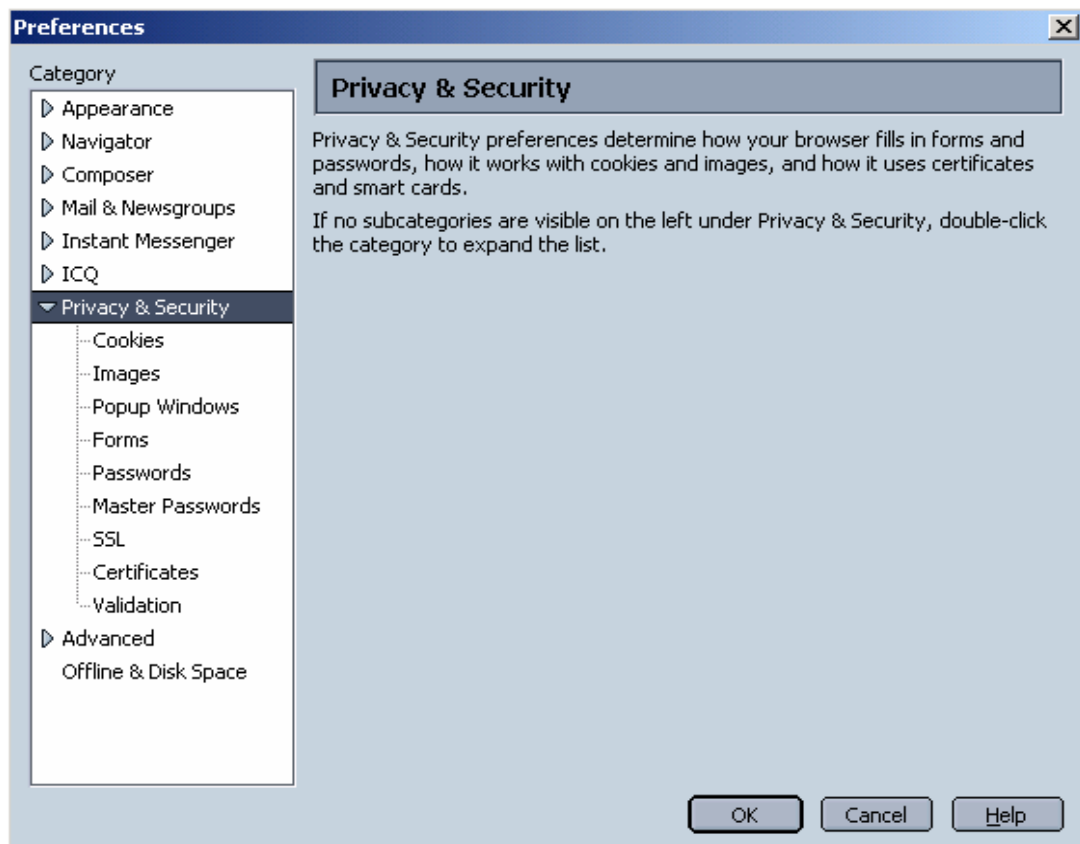
Importing a certificate using Netscape 7.0 and above

Step 1: Open Netscape 7.0

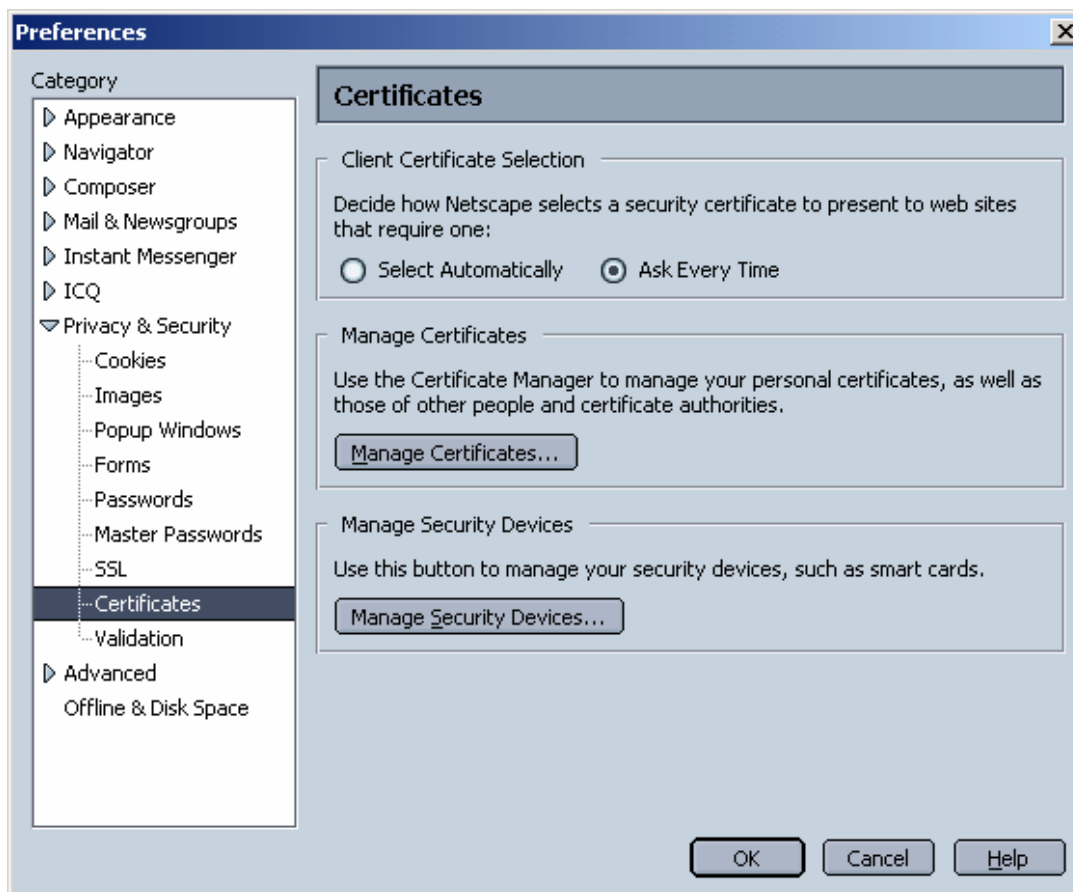
Step 2: Step 2: Select Edit at the top and then select Preferences as shown below



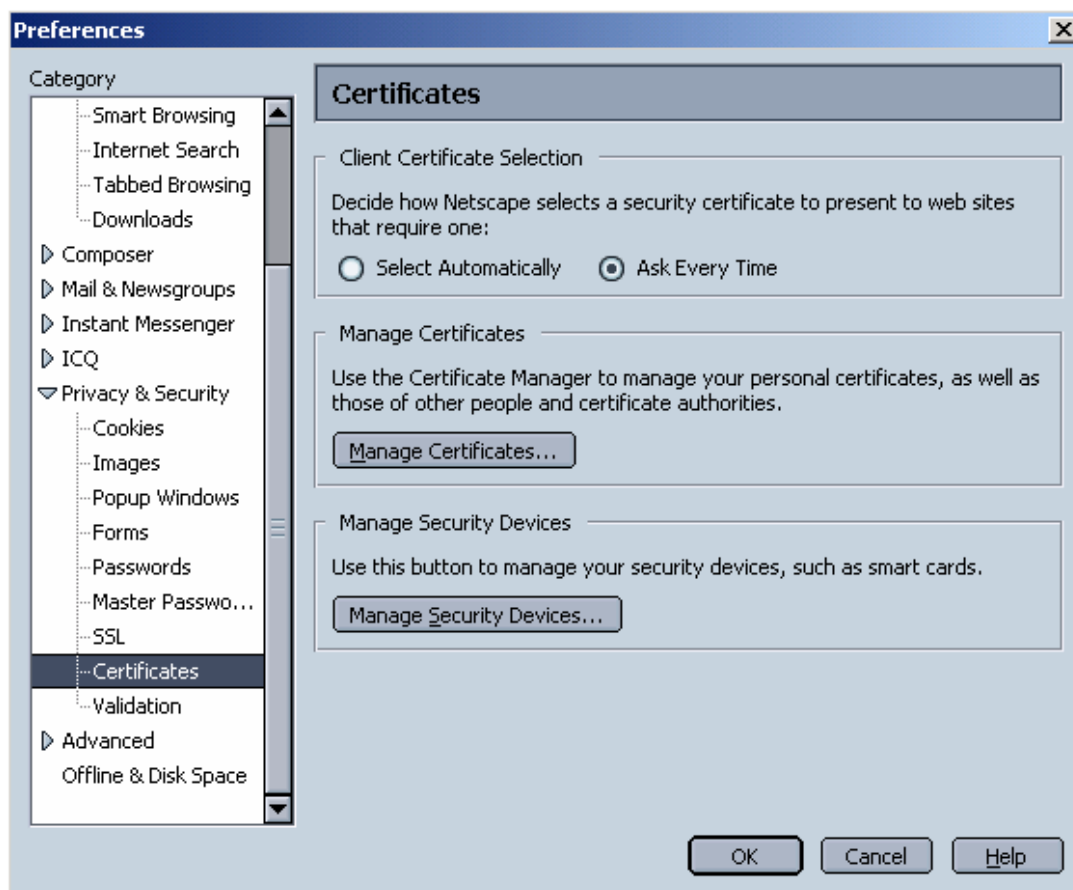
Step 3: On the left side of the window, click the arrow next to Privacy and Security until it points downward



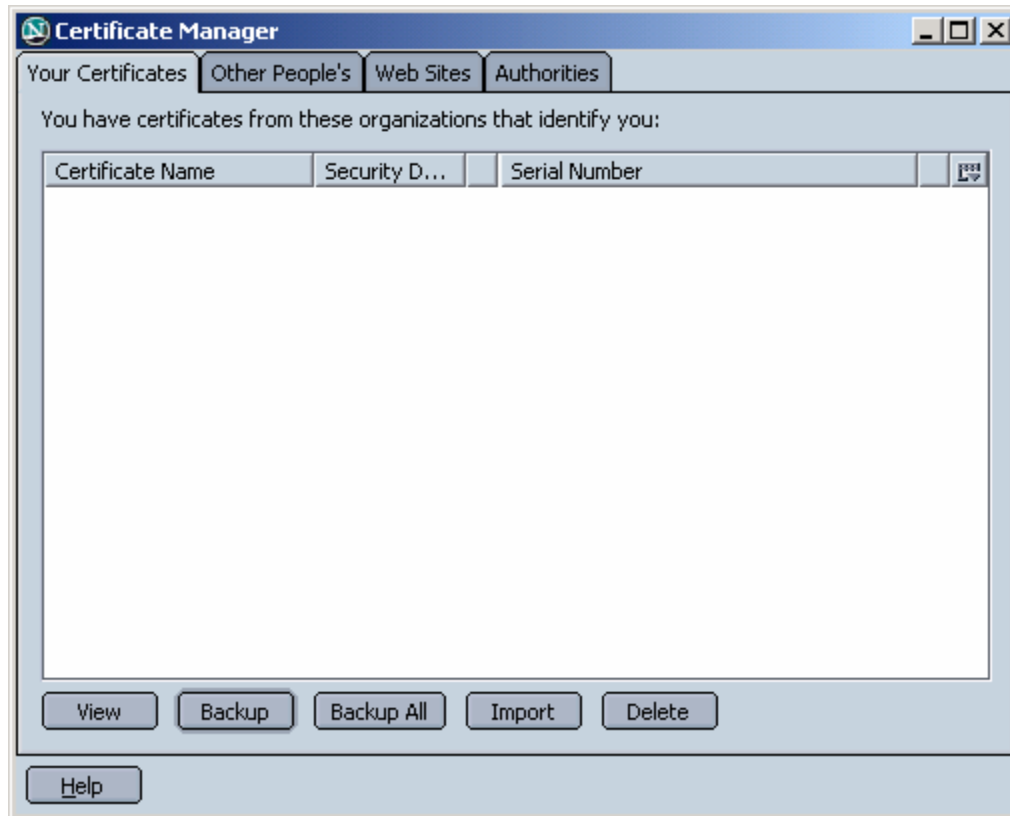
Step 4: Under the Privacy and Security section, select Certificates



Step 5: Then click Manage Certificates on the right side of the window

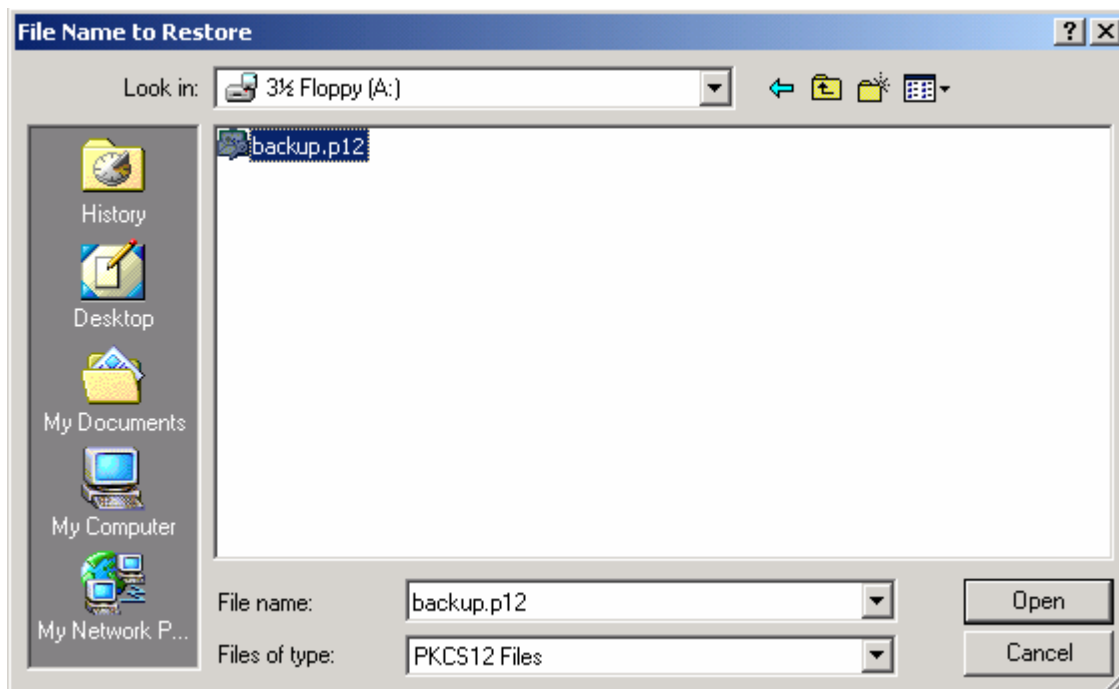


Step 6: Select Import



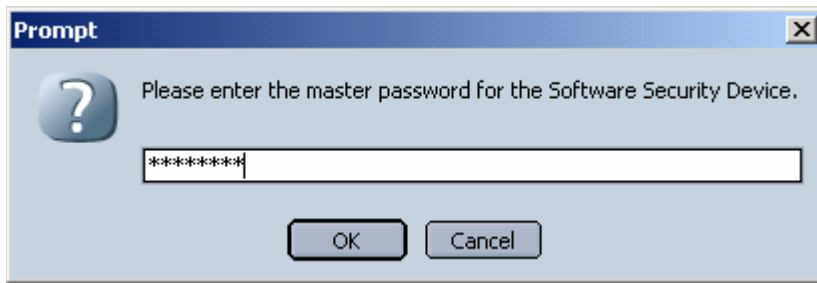
Step 7: Locate your previously saved certificate file and click Open

(Note: You will not necessarily have a this file name or location, this was created for instruction purposes only)



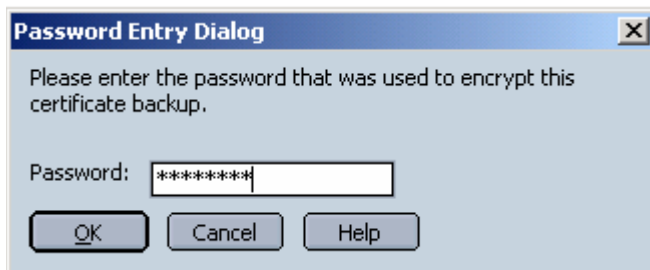
Step 8: Type in the password for your private key, then click OK.

(Note: This is the same password you used in Step 9 of exporting your certificate)

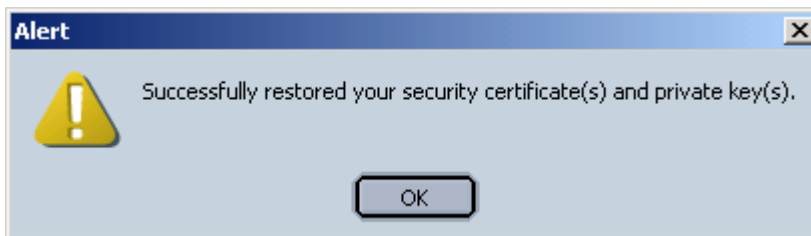


Step 9: Enter the password that you previously selected to encrypt your exported certificate, then click OK.

(Note: This is the same password you used in Step 10 of exporting your certificate)



Step 10: If the password you entered was correct, you should see a message that says that your security certificate and private key were successfully restored. Click OK.



Step 11: You will be taken back to your Certificate Manager. Ensure that your certificate is listed here and that it also has a valid expiration date. Click the X in the top right corner to close.

Step 12: To ensure that your certificate is valid and that you only have possession of one copy of your digital certificate, please complete the following steps:

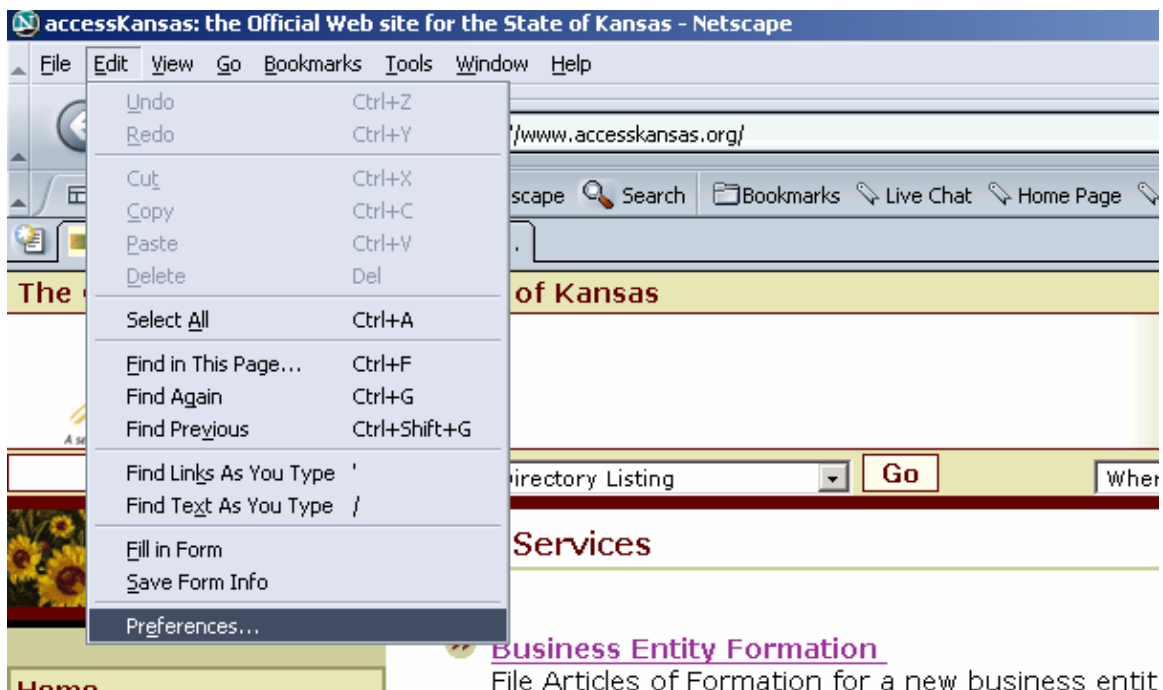
A. Remove the backup digital certificate from the removable storage device.

Instructions for a 3 ½ floppy are:

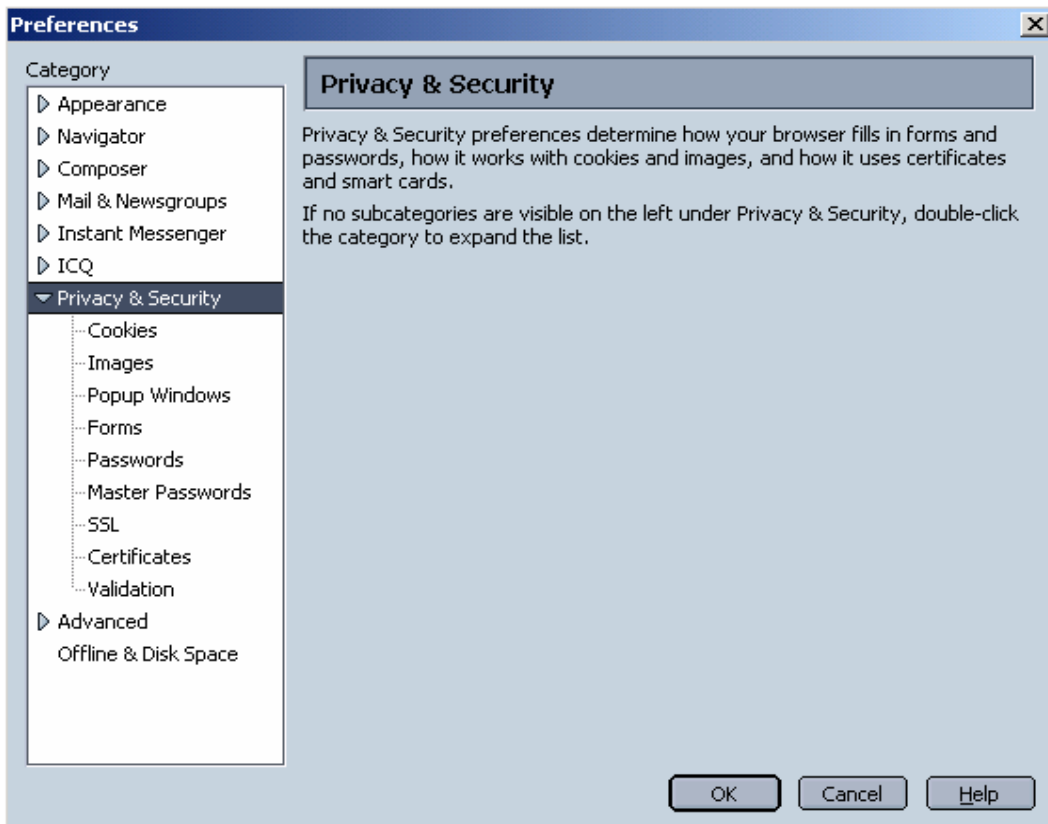
- 1. Insert 3 ½ floppy into drive**
- 2. Double click My Computer on the desktop**
- 3. Double click 3 ½ Floppy Drive (A:)**
- 4. Right click on your backup certificate and select Delete**
- 5. Close 3 ½ Floppy Drive A: and Close My Computer**
- 6. From the Desktop, right click on Recycle Bin, select Empty Recycle Bin**
- 7. Select Yes to the Message, “Are you sure you want to delete all of the items in the recycle bin?”**

B. Go back to the computer where you exported the certificate from.

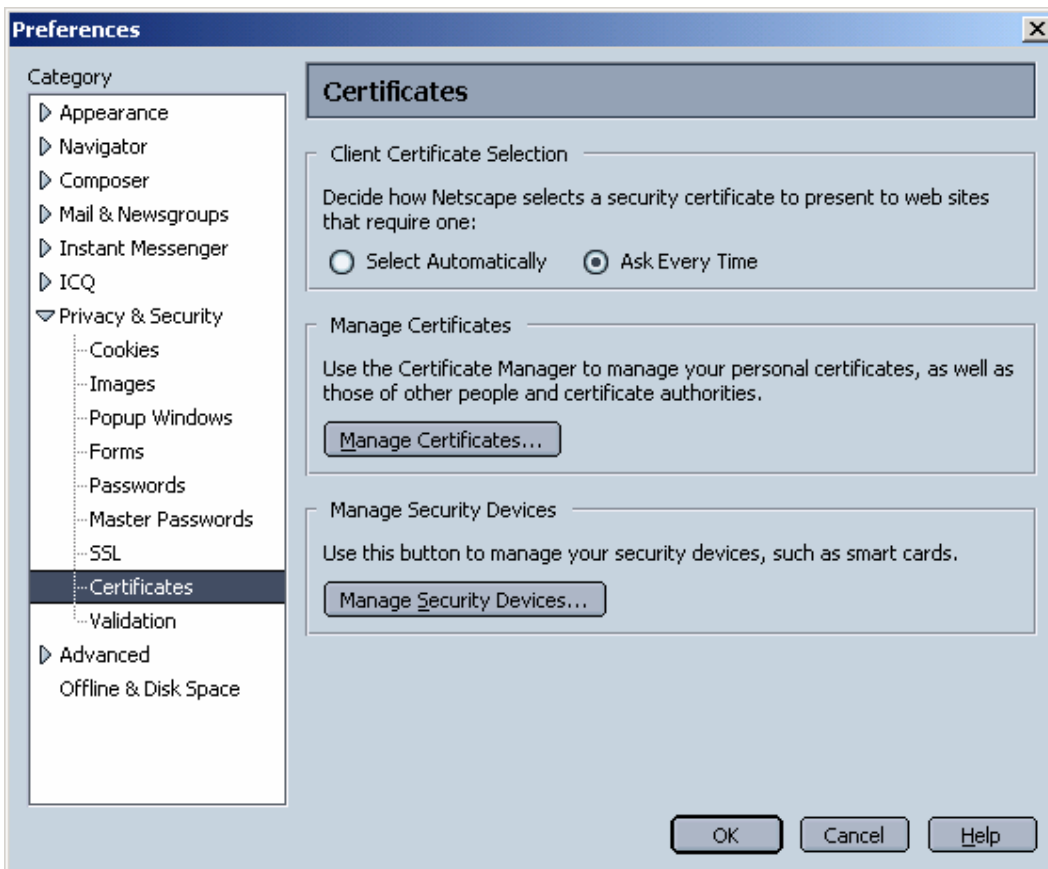
- 1. Open Netscape 7.0**
- 2. Select Edit at the top and then select Preferences as shown below**



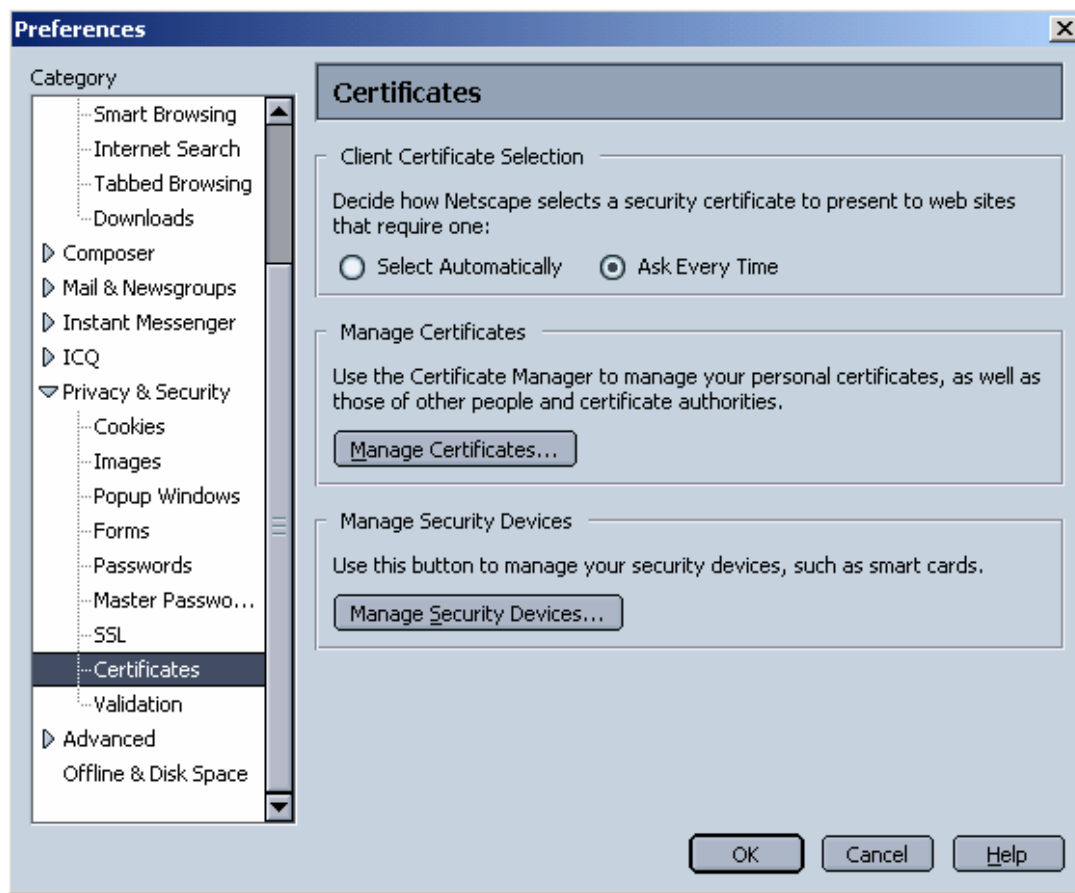
- 3. On the left side of the window, click the arrow next to Privacy and Security until it points downward**



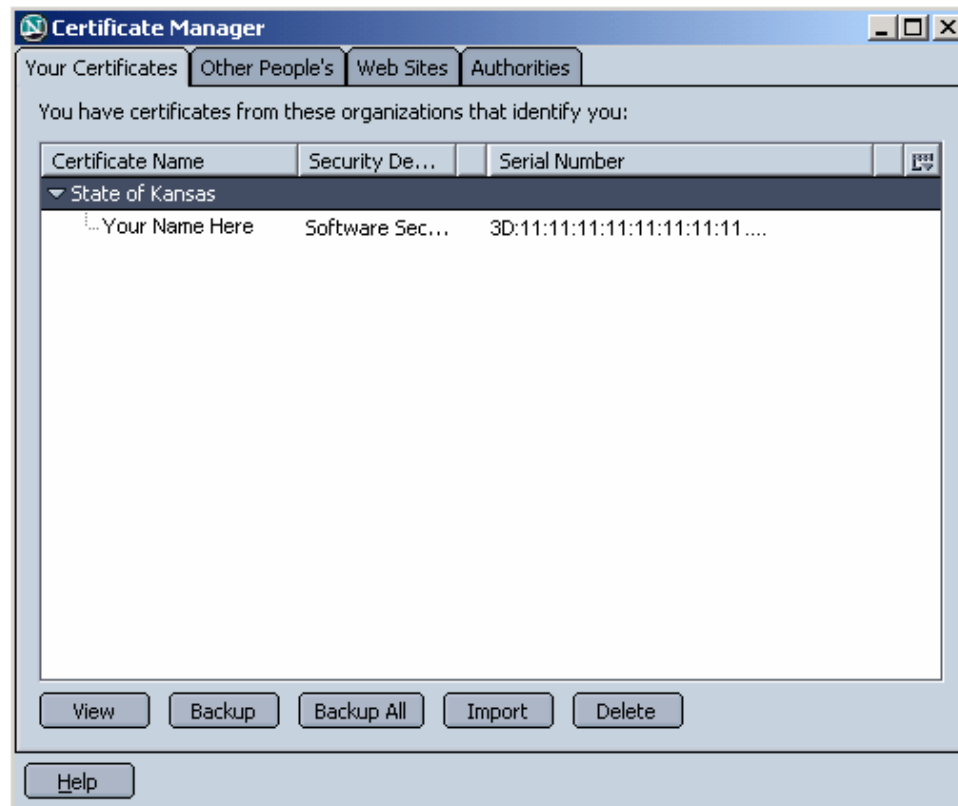
4. Under the Privacy and Security section, select Certificates



- 5. Then click **Manage Certificates** on the right side of the window**

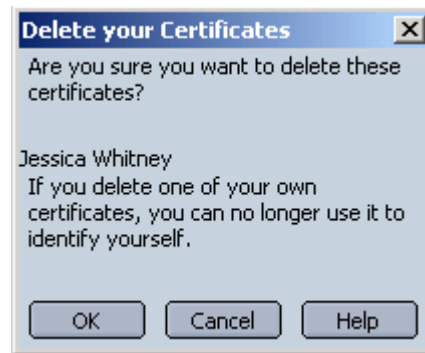


- 6. Select the certificate with your name listed and then click Delete**



7. You will receive a message asking you if you are sure you would like to remove the certificate.

If you do not have any encrypted data on this pc that you will need to decrypt using this digital certificate, then select yes. Data types include: encrypted emails, files, etc...



CONGRATULATIONS, you are finished!!!